

CERTIFICATION FOR UNAVAILABLE/LOST RECEIPT

I HEREBY CERTIFY THAT I INCURRED THE FOLLOWING EXPENSE(S) FOR WHICH THE RECEIPT IS UNAVAILABLE AND/OR LOST FOR PRESENTATION WITH THIS TRAVEL CLAIM.

LODGING EXPENSES:

PROCURED AT: _____
(Hotel Name, City, State/Country)
FOR PERIOD _____ THRU _____ AT A COST OF
\$ _____ PER DAY, FOR A TOTAL COST OF \$ _____

PROCURED AT: _____
(Hotel Name, City, State/Country)
FOR PERIOD _____ THRU _____ AT A COST OF
\$ _____ PER DAY, FOR A TOTAL COST OF \$ _____

AIRLINE TICKET(S):

FROM _____ TO _____ DATE _____ COST _____

RENTAL CAR:

FROM _____ TO _____ DATE _____ COST _____

PROVIDE STATEMENT EXPLAINING WHY RECEIPT ISN'T FURNISHED

I AM SUBMITTING THIS STATEMENT IN LIEU OF UNAVAILABLE AND/OR LOST RECEIPT(S). I MAKE THE FOREGOING CERTIFICATION WITH THE FULL KNOWLEDGE OF THE PENALITIES FOR WILLFULLY MAKING A FALSE STATEMENT (18 USC 1001). I UNDERSTAND THAT IF ANY PORTION OF THE CLAIM IS DETERMINED TO BE FRAUDULANT, PAYMENT FOR THE ENTIRE CLAIM MAY BE DENIED.

Signature/Date